

UNITED STATES DEPARTMENT OF AGRICULTURE
Farm Service Agency
100 USDA, Suite 102
Stillwater, Oklahoma 74074-2653

OK Notice FLP-372

For: County Offices

Disclosure of Confidential Information

Approved By: State Executive Director



1 Overview

A

Background

The Office of the General Counsel has notified all USDA Agencies in Texas and Oklahoma regarding the prevention of disclosing confidential Agency information to outside parties.

B

Purpose

This notice:

- Instructs the Farm Loan Manager to make the determination as to which documents are considered confidential information.
- Provides County Offices the procedure for filing confidential information in the borrower's case file.
- Instructs the County Office where to file confidential information in the borrower's FSA county office file.

C

Contact

Direct any questions to Steve Gregory or Charlie Haggerty, Farm Loan Program Specialists located in the Legal Servicing Offices in Pryor and Purcell, OK.

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Disposal:

Indefinite

11/01/02

Distribution:

Farm Loan Program Teams, County Offices,
DDs, CORs

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2

Implementation

A

Farm Loan Manager Responsibility

Farm Loan Managers are responsible for reviewing all correspondence and determining what documents fall into the confidential information category. Examples of confidential information would consist of letters to and from OGC or the Department of Justice, Agency letters and memos to or from the Legal Servicing units on cases involved in litigation or bankruptcy, memoranda containing advice from OGC, DOJ, OIG, etc.

Once the FLM has determined what correspondence and documents are deemed confidential, the FLM should stamp or write the word "Confidential" in the upper right hand corner of the document.

B

FLP Technicians Responsibility

The Farm Loan Program Technicians are responsible for ensuring that all confidential information, as determined by the FLM, is filed separately from other regular Agency correspondence located in the borrower's case file.

C

Filing of Confidential Information Documents

Confidential documents should be filed in ***position 6*** of the borrower's FSA county office file. A colored file folder with a tab labeled "**Confidential**" should be placed on top of these confidential documents and should remain on top at all times.

For borrowers with 4 position folders, confidential documents should be filed and fastened down in a colored file folder with a tab labeled "**Confidential**" and filed in ***position 4*** of the county office file.

No confidential information should be released to borrowers, borrower's attorneys, borrower's representatives and other third parties without first obtaining permission from the Office of the General Counsel.
